

**Please fax or email this completed form back to me as soon as possible.
Delays in receiving this information may cause delays to your closing.**

To: _____ Re: _____

Closing date _____ @ _____

Seller information: Seller #1 _____ Seller #2 _____

Forwarding address: _____

Contact phone number(s): _____

Email address(s): _____

Social Security numbers: Seller #1: _____ Seller #2: _____

Please provide a tax id number, if the seller is not an individual. _____

Officer attending closing: name _____ title: _____

**** If the seller is a corporation, we will need a copy of the corporate resolution and the corporate seal for closing.**

Is seller a resident of GA? Yes No

Was this a rental property? Yes No

Was this the seller's principal residence? Yes No

Are sellers involved in litigation (including divorce or estate matters)? _____

Payoffs/loans:

1st Lender: _____ Phone: _____

Acct. # _____

2nd Lender: _____ Phone: _____

Acct. # _____

Will a home warranty be provided? Yes No

Paid by: Seller Borrower Agent

Are there homeowners dues? Yes No

If so, Treasurer's Name or Management Company _____ Phone: _____

*****If the property has mandatory homeowner's association dues, we must obtain a written statement prior to closing regardless of the status of the account.**

Power of Attorney:

Will seller(s) attend closing? Yes No

If not, who will be here? _____ Phone: _____

*****Please be advised that there may be additional fees for the use of a Power of Attorney**

Additional information:

1. If applicable, termite letter must be faxed to our office prior to closing! Please bring the original report with you to closing.
2. Seller's must bring valid, current photo id to closing
3. If the seller is required to bring funds to closing, the funds must be wired. We will not be able to accept a check.
4. Please fax the commission addendum with this form.

If any special accommodations are necessary, please advise immediately, this includes the use of a power of attorney, a mail away and split closing requests.